

City Council Meeting – Regular Meeting April 19, 2011 – Hartford City Hall

Mayor Paul Zimmer called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mike Swier, Gail Olson-Duck, Eric Bartmann, and Leah Johnson with Mark Monahan arriving at 7:08 p.m. Bob Deelstra was absent with notice. Also present were City Administrator, Teresa Sidel, Finance Officer, Deb Macdonald, Public Works Superintendent, Craig Wagner, along with City Attorney, Larry Nelson, and City Engineer, Scott VanderMeulen.

With no additions to the agenda, a motion was made by Olson-Duck, second by Bartmann to approve the agenda - all voted yes, motion carried.

New Business:

DOT Maintenance and Encroachment Agreement – Bike Trail (Phase 2). An agreement allowing the Highway 38 Bike/Rec Trail Project to be let with the DOT Highway 38 Project and authorizing use of enhancement funds for the project was presented for review. This agreement also covers maintenance and encroachment issues between the DOT and the City of Hartford. A motion was made by Olson-Duck, second by Johnson to authorize the city to sign the DOT Maintenance and Encroachment Agreement – all voted yes, motion carried.

Approve Minutes of Previous Meetings: A motion was made by Swier, second by Bartmann to approve the April 5, 2011 regular meeting minutes – all voted yes, motion carried.

Approve Bills Submitted for Payment: A motion was made by Johnson, second by Olson-Duck to approve the bills submitted for payment – all voted yes, motion carried.

Correspondence: A thank you card was received from the Francis Graff Family. David Cross of 92.1 radio station contacted the city to sponsor a 30-second advertisement. The “safe driving awareness” ad will run on May 9th. It was the consensus of the council that Johnson obtains additional information.

Ordinances, Resolutions, and Hearings

Second Reading/Approval of Ordinance #563 – Flood Damage Prevention. A motion was made by Monahan, second by Olson-Duck to approve and adopt second reading of Ordinance #563 – Flood Damage Prevention – all voted yes, motion carried.

Second Reading/Approval of Ordinance #564 – Amendment to Cable Television Franchise. A motion was made by Monahan, second by Bartmann to approve and adopt second reading of Ordinance #564 – Amendment to Cable Television Franchise including the amendment – Swier and Olson-Duck voted no with Monahan, Bartmann, and Johnson voting yes - motion failed for lack of voting quorum,. A motion was made by Monahan, second by Johnson to table this matter until the May 3, 2011 city council meeting – all voted yes, motion carried. The city will operate under the current agreement until such time as the new agreement is approved and becomes effective.

Plat of Lots 1 and 2 in Ruud Tract 1. A motion was made by Bartmann, second by Monahan to approve the Plat of Lots 1 and 2 in Ruud Tract 1 - all voted yes, motion carried.

Visitors: Mark Jensen inquired about maintenance of the proposed Highway 38 Bike/Rec Trail.

Reports:

Streets – Wagner reported that the city has been working on 9th Street and Vandemark Avenue. If the rainy weather continues, it may be necessary to close the gravel roads. O’Kane and Wagner attended the SD Street Maintenance Association meeting and received valuable information on retro-reflectivity sign laws to become effective in 2012. The city has been working on signage and will begin sign inventory as well as preparing a DOT plan. Wagner met with Mike Smith regarding this year’s boulevard trees and plans to meet with the Tree Board this week. One parking spot in front of City Hall will be converted into handicap parking.

Water & Sewer – The ammonia levels are still too high in the wastewater lagoons; thus the city is unable to discharge at this time. Wagner completed quarterly DMR and chlorine residual reports and submitted the reports to the DENR.

Park and Pool – Wagner reported that the Skateboard Park is open, flower beds have been cleaned, and lilacs will be transplanted. Hanisch has finished sandblasting in the pool bathhouse and painting will begin soon. Wagner will be ordering a load of agri-lime for the ball fields and the city will be assisting the softball association with a new pitching cage. A motion was made by Johnson, second by Olson-Duck to authorize Wagner to obtain quotes on new bleachers for the ball fields – all voted yes, motion carried. Wagner provided a rough estimate on the cost to construct both a small and large bathroom facility in Turtle Creek Park. A motion was made by Monahan, second by Johnson to authorize Wagner to obtain quotes for constructing the smaller bathroom facility in Turtle Creek Park – all voted yes, motion carried.

Public Buildings – Wagner and Sidel met with a representative of Safety Benefits last week. Notification will be sent on areas that may need to be addressed. Wagner reported that Minnehaha County would like to use the city's boom truck. After discussion, a motion was made by Monahan, second by Bartmann to authorize Minnehaha County to use the city's boom truck as long as the city's insurance covers this type of situation – all voted yes, motion carried.

Hiring Recommendations – Wagner presented hiring recommendations for the positions of Public Works Assistants. A motion was made by Monahan, second by Olson-Duck to approve hiring Cody Beckman at the rate of \$9.00 per hour; Terry Hagen at \$9.50 per hour; Tyler Miles at \$9.00 per hour; Daniel Jacobsen at \$9.00 per hour; and Gunner Barbee at \$9.00 as well as alternates April Jones and Dylan Brynjulson at the rate of \$9.00 per hour – all voted yes, motion carried.

City Engineer Report: VanderMeulen reported that Bike/Rec Trail – Phase 1 contract documents have been forwarded to Krueger Excavating. Once executed, a Notice to Proceed will be issued and a pre-construction meeting scheduled. Additional survey data is needed for the Highway 38 Bike Trail and Banner is working on the design. The Sagehorn Drive drainage improvement project will be advertised for bids on April 28, 2011 and May 5, 2011 with bid opening scheduled for May 12th at 2:00 p.m. VanderMeulen completed review of the Ruud Tract 1 plat. Kelly Point Partners and their engineer met with VanderMeulen and city officials on April 15th. A proposal was presented in an effort to remove portions of the Kelly Point development (north of the creek and east of the future SRTS bridge) from the flood plain. Another meeting has been scheduled for April 28th at 3:00 p.m. Discussion was held on the current wastewater treatment plant and the necessity to expand the plant within the next several years. A motion was made by Monahan, second by Olson-Duck to authorize Banner Associates to perform a preliminary study of wastewater treatment plant concerns and options within the next eight years – all voted yes, motion carried.

SRTS Bid Review/Award: The SRTS project bid opening was held on April 14, 2011. Two bids were received. VanderMeulen presented bid tabulations and a letter of recommendation. A motion was made by Monahan, second by Olson-Duck to accept the contract for SRTS Phases 1 and 2, contingent upon DOT concurrence, to Nolz Dragline and Construction, Inc. in the amount of \$275,760.55 – all voted yes, motion carried.

Finance Officer Report: A list of upcoming events, a copy of the Bill Report, Revenue Report, and Expenditure Report as well as a summary of the March cash report and sales tax revenue were provided to the council. Macdonald reported that malt beverage licenses have been sent to businesses and a hearing will be held on June 7, 2011. The swimming pool is scheduled to open on May 17th. Two sessions of swimming lessons will be offered again this year. Macdonald received notification that three landowners will be taking their local Board of Equalization appeal to the Minnehaha County Board.

Canvas of Ballots and Election Results: The municipal election was held on April 12th. Macdonald presented the unofficial election results which reflected a 29.1% voter turnout. The city council opened the poll book and verified the election results. For the position of Mayor, Dan Thaler received 125 votes and Paul Zimmer received 347 votes. A motion was made by Monahan, second by Bartmann to accept the official canvas of votes – all voted yes, motion carried.

City Administrator Report: Regarding SRTS projects, two bids were received for Rounds 1 and 2 and the SRTS Committee is reviewing the Round 4 application. The fire station is on hold pending Rural Development funding. Sidel reported that bond documents for purchase of the sports complex land should be finalized this month. Banner Associates is working on engineering for the Highway 38 Bike Trail Project. When the design is complete, landowners along the path will be notified of the project details. Sidel is working on proposals for implementation of a yearly sewer rate increase in order to satisfy the city's SRF loan obligations. A motion was made by Monahan, second by Olson-Duck to surplus the old council room podium and to give the podium to the City of Astoria free of charge - all voted yes, motion carried.

Hiring Recommendations: Hiring recommendations were presented for the positions of Lifeguards, Park Recreation Program Activities Coordinator, and Park Recreation Program Assistants. A motion was made by Bartmann, second by Swier to approve hiring the following lifeguards - Dalton Kuehl at a rate of \$7.75 per hour; Christine Lebeda at \$8.00 per hour; Zachary Punt at \$7.25 per hour; Maty Skinner at \$7.25 per hour; Jennifer Wagner at \$7.25 per hour; Zach Mehlbrech at \$7.25 per hour; and Adreanna Flores at \$7.25 per hour - all voted yes, motion carried. A motion was made by Swier, second by Bartmann to approve hiring McKenzie Monahan as Park Recreation Program Activities Coordinator at the rate of \$8.25 per hour and hiring Park Recreation Program Assistants Lexy Hofer at \$7.25 per hour and Keenan Vital at \$7.25 per hour - Monahan abstained with all others voting yes - motion carried.

Redistricting Voting Wards: Since the new census is official, it will be necessary to redistrict wards within the City of Hartford in order to make the ward boundaries more even. SECOG is offering its members four free hours to assist with redistricting. Any services over four hours will be charged at the rate of \$50 per hour. A motion was made by Monahan, second by Johnson to authorize SECOG to perform four hours of free redistricting services and authorize the city to pay SECOG \$50 per hour for anything over four hours - all voted yes, motion carried.

City Council Reports:

Ward 1: Olson-Duck has received comments that a new swimming pool is needed.

Ward 2: Johnson noted that the Jamboree Committee will meet on May 2nd and reported that plans are going well. Johnson thanked the election board for conducting the election and thanked the city crew for sweeping the streets. Monahan reported that the Bike/Rec Trail Committee met last week and discussed Phases 1 and 2 and welcomed Bartmann as a new committee member. The agenda for the next meeting, scheduled for May 9th at 6:30 p.m. at Ten Pin Alley, will include Phase 3 plans.

Ward 3: Swier reported that the Sports Complex master plan has been finalized. Bartmann noted that he attended the Bike/Rec Trail Committee Meeting and looks forward to participating on the Committee.

Mayor's Report: Mayor Zimmer read a Proclamation declaring April 29th as Arbor Day. In addition, a Proclamation declaring May 1st as Silver Star Banner Day was read. Mayor Zimmer reported that the Vision Team will meet at Ten Pin Alley on April 20th at 6:00 p.m. Monahan is the primary Vision Team member with Swier serving as alternate. The Minnehaha County Mayors Meeting will be held on May 4th in Baltic with members of the Minnehaha County Commission expected to attend. Mayor Zimmer has also been approached about the need for a new swimming pool. Discussion was held on elected officials' compensation. On November 3, 2009, a motion was passed that compensation will only be granted to the mayor and city council members for regular meetings, special meetings, appointments and such other meetings as voted on by the council. Mayor Zimmer confirmed current committee appointments: **Drive to Revive Downtown** - Swier and Olson-Duck; **Sports Complex** - Swier and Deelstra; **Fire Department New Building** - Johnson and Bartmann; **Bike/Rec Trail** - Monahan and Bartmann; **Jamboree** - Swier and Johnson; and **Vision Team** - Zimmer and Monahan with Swier as alternate.

Any Other Business: A motion was made by Olson-Duck, second by Swier to authorize the city to purchase four new office chairs - all voted yes, motion carried.

Executive Session: A motion was made by Bartmann, second by Olson-Duck to enter into executive session, pursuant to SDCL 1-25-2, at 9:15 p.m. - all voted yes, motion carried. A motion was made by Bartmann, second by Johnson to exit executive session at 9:25 p.m. - all voted yes, motion carried.

Adjourn: A motion was made by Johnson, second by Bartmann to adjourn at 9:26 p.m. – all voted yes, motion carried.

Minutes recorded by Finance Officer, Deb Macdonald.

I, the undersigned, Debra L. Macdonald, Finance Officer in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

Debra L. Macdonald, Finance Officer